

Epiphany School is currently seeking an Epiphany School Extended Day Program Manager (ESED). The ESED Manager is a senior level, working manager position that leads and is responsible for managing the Extended Day Program. This role oversees and develops programs and policies that ultimately contribute to the school's success.

Epiphany School is an independent, non-parochial elementary school focused on encouraging students to become Courageous, Confident and Curious learners. Our programs focus on teaching the three C's and three R's of Epiphany School: Curiosity, Courage, Confidence, Respect, Resourcefulness and Responsibility. Epiphany School is in the Madrona neighborhood of Seattle, on Bus Route #2.

**What you will enjoy about this role:**

As the ESED Manager you will be directly involved in developing, supporting and enriching educational, social, and recreational experiences that engage our students before and after regular school hours, during in-service days and during some school breaks. The ESED Manager is passionate about supporting the growth and development of elementary-age children and demonstrates success in leading and managing people and designing extracurricular programs.

You will work for one of the premier elementary schools in Seattle that has a rich history and a beautiful campus located in a quiet neighborhood.

**What you must have:**

- Education: Bachelor's degree required; higher educational degree preferred
- Experience teaching or working with children in grades PreK-5
- Management experience, including employee supervision, budgeting, and contracting
- Ability to supervise staff and manage large groups of children on a daily basis
- Good organizational, verbal and written communication skills
- Proficiency with Microsoft Outlook, Word and Excel
- Ability to work with detailed information with a high degree of accuracy
- Must be a self-starter and have the ability to work independently and as a team member
- Ability to navigate and work in a virtual/ remote environment
- Ability to manage emergencies calmly and effectively
- Commitment to student and family confidentiality a must
- Must be smart, warm, motivated, organized, process- and detail-oriented
- Ability to lead the program in a virtual environment as needed

**Department of Children, Youth, and Families (DCYF) Compliance:**

**Must be able to obtain the following** *(the school will cover all associated costs to obtain)*

- Fingerprint background check
- WA State Food Worker Card
- STARS 30hour child-care basics training
- Proof of a negative TB test
- Proof of MMR Immunization
- Bloodborne/HIV Pathogens training
- CPR/First Aid certification

Click [here](#) to view the full job description.

**How to apply:** Interested candidates should submit a cover letter, resume, and list of references to [employment@epiphanyschool.org](mailto:employment@epiphanyschool.org). Please reference the job title ESED Manager in the subject line. No phone calls please.